

## Dialogue Practice Worksheets: Phone Calls and Appointments

Read the dialogues carefully. Practice roleplay in pairs or groups.

### MAKING PHONE CALLS – DIALOGUES

#### Phone Call 1: Calling a Friend

Caller: Hello, is this Raju?

Receiver: Yes, this is Raju.

Caller: This is Anil. How are you?

Receiver: I am fine. How are you?

Caller: I am good.

Receiver: Why did you call?

Caller: I wanted to talk to you.

Receiver: Okay, tell me.

Caller: Can we meet in the evening?

Receiver: Yes, we can meet.

#### Phone Call 2: Calling a Teacher

Caller: Good evening, teacher.

Teacher: Good evening.

Caller: This is Meena, your student.

Teacher: Yes, Meena. How can I help you?

Caller: I have a doubt in homework.

Teacher: Which subject?

Caller: English.

Teacher: I will explain it tomorrow.

Caller: Thank you, teacher.

Teacher: You are welcome.

### **Phone Call 3: Calling a Shop**

Caller: Hello.

Shopkeeper: Hello.

Caller: Is this the book shop?

Shopkeeper: Yes, it is.

Caller: Do you have English grammar books?

Shopkeeper: Yes, we have.

Caller: What is the price?

Shopkeeper: It is two hundred rupees.

Caller: Thank you.

Shopkeeper: You are welcome.

### **Phone Call 4: Wrong Number**

Caller: Hello, can I speak to Sita?

Receiver: Sorry, wrong number.

Caller: Oh, I am sorry.

Receiver: No problem.

Caller: Thank you.

Receiver: Bye.

### **Phone Call 5: Leaving a Message**

Caller: Hello, is Ravi there?

Receiver: No, he is not here.

Caller: Can I leave a message?

Receiver: Yes, please.

Caller: Tell him to call me back.

Receiver: Okay.

Caller: Thank you.

Receiver: You are welcome.

## **FIXING APPOINTMENTS – DIALOGUES**

### **Appointment 1: Doctor**

Caller: Good morning.

Receptionist: Good morning.

Caller: I want to fix an appointment with the doctor.

Receptionist: Which day do you want?

Caller: Tomorrow morning.

Receptionist: The doctor is free at 10 am.

Caller: That is fine.

Receptionist: Your appointment is fixed.

Caller: Thank you.

Receptionist: You are welcome.

### **Appointment 2: Teacher Meeting**

Parent: Good afternoon.

Teacher: Good afternoon.

Parent: I want to meet you.

Teacher: When do you want to meet?

Parent: Tomorrow after school.

Teacher: Okay, at 4 pm.

Parent: That is fine.

Teacher: See you tomorrow.

Parent: Thank you.

### **Appointment 3: Office Visit**

Caller: Hello.

Office Staff: Hello.

Caller: I want to fix a meeting.

Office Staff: Which day is good for you?

Caller: Monday morning.

Office Staff: The meeting is at 11 am.

Caller: Okay.

Office Staff: Please come on time.

Caller: Sure, thank you.

#### **Appointment 4: Haircut**

Customer: Hello.

Staff: Hello.

Customer: Can I get an appointment for a haircut?

Staff: Yes. When do you want?

Customer: This evening.

Staff: 6 pm is free.

Customer: That is fine.

Staff: Your appointment is booked.

Customer: Thank you.

#### **Appointment 5: Repair Service**

Caller: Hello.

Service Person: Hello.

Caller: My fan is not working.

Service Person: When can I come?

Caller: Tomorrow morning.

Service Person: Okay, at 9 am.

Caller: That is fine.

Service Person: See you tomorrow.

Caller: Thank you.